

The City of  
**MADERA**



# JOIN OUR TEAM!

## Are you...

A strong leader with a servant's heart?

A systems oriented manager with a focus on continuous improvement?

Passionate about opportunities to improve municipal services?

## NOW RECRUITING FOR: Information Services Manager

**Annual Salary: \$96,381 - \$123,009**

\* 2% COLA July 2023, January 2024, July 2024, and January 2025 \*

\* \$1,500 lump sum payment July 2023 and July 2024 \*

### PRIMARY RESPONSIBILITIES

Madera is looking for a collaborative Information Services Manager with excellent communication skills to be part of its management team. Reporting to the City Manager, the Information Services Manager is an at-will department head position that accepts full responsibility for all Information Systems activities and services, including all systems relating to computers and telecommunications. The Information Services Department consists of the Manager, 2 Network Administrators, and 2 Computer Technicians. Services are provided to all City departments, including Police and Fire. The City utilizes the following software products in day-to-day operations:

- Microsoft 365
- Tyler Munis
- Zoom - video conferencing in place; transitioning phone system

### QUALIFICATIONS

Experience/Education: 5 years of progressively responsible experience in information systems and telecommunications, including the design, implementation, and operation of wide and local area networks. A Bachelor's Degree in Information Systems, Computer Science, or a related field is required.

Licenses/Certifications: Valid Class C California Drivers License.

### EXAMINATION PROCESS

Only the most qualified applicants will be invited to interview with the professional panel. Based on recommendations from the first round of interviews, the City will invite the candidates with the best qualifications and organizational fit for an interview with the City Manager. Appointment will be contingent upon an extensive background check, pre-employment physical, and drug screen. Final selection and appointment will be made by the City Manager.

### KEY DATES

**Application Filing Deadline:** Friday, April 21, 2023

**Candidate Interviews, 1st Round:** Wednesday, May 3, 2023

**Candidate Interviews, 2nd Round:** Friday, May 12, 2023

# learn more



# madera.gov/apply



# COMPENSATION & BENEFITS



## LIFE INSURANCE & LTD

The City provides a \$50,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents. The City also pays for long term disability insurance, providing up to 2/3 income replacement.

## EMPLOYEE ASSISTANCE PROGRAM

The City offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee. The City also provides a wellness program.

## TECHNOLOGY ALLOWANCE

Management employees may elect to use their personal cell phone for City business and receive \$75/month in lieu of a City-issued phone.

## DEFERRED COMPENSATION

The City offers two 457 plans that employees may choose to participate in.

## HEALTH INSURANCE

The City offers Anthem or Kaiser for medical coverage, Delta Dental, and Superior Vision. The City's contribution covers the full premium for the Core plans, with employees having the option to "buy-up."



## ABOUT MADERA

The City of Madera is located in the heart of California's Central Valley, encompassing 15 square miles with a population of nearly 66,000. Incorporated in 1907, Madera is a general law city and operates under the Council-Manager form of government. The City works collaboratively with its community partners to achieve its Vision 2025 plan goals: a well-planned city, a strong community & great schools, good jobs & economic opportunities, and a safe and healthy environment. Community involvement is encouraged through the City's robust neighborhood outreach program.

## SALARY

The Information Services Manager is assigned to Range 474 of the City of Madera Salary Schedule. City employees are paid bi-weekly, or 26 times per year. The bi-weekly steps within this range are as follows.

Step A	\$3,706.94
Step B	\$3,892.45
Step C	\$4,086.78
Step D	\$4,290.99
Step E	\$4,505.59
Step F	\$4,731.11

## RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

### Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 8%

### Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

### New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

Management employees also contribute 2.375% of base pay towards the Employer Contribution through a reduction in salary or a post-tax payroll deduction.

## PAID LEAVE

The City offers paid vacation, sick, and administrative leave. The City also offers 11 paid 8-hour and 2 paid 4-hour holidays each year. Floating Holiday leave is available based on years of service with the City. Vacation cash-out is available based on years of service.

## HOLIDAY CLOSURE

For 2023 and 2024, non-emergency City services close for any normal work days between Christmas Day and New Years Day. Employees receive their normal pay as if they had been at work during the closure. This benefit is tied to the mid-management MOU.

## GENERAL INFORMATION

Applications may be obtained from the City's website [www.madera.gov/](http://www.madera.gov/) apply or by calling the City's Human Resources Department at (559) 661-5401. Applications must be submitted to the City's Human Resources Department prior to the application deadline in-person, by mail, or by emailing to [hinfo@madera.gov](mailto:hinfo@madera.gov). Appointment will be contingent upon an extensive background check, pre-employment physical, and drug screen. The City of Madera is an equal opportunity, drug free, and affirmative action employer.